

March 24, 1987

E R R A T A

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: ALL COUNTY INFORMATION NOTICE NO. I-15-87

This errata transmits the inadvertently omitted listing of revisions to the CA 2 form.

We apologize for any inconvenience or confusion that may have happened. If you have any questions, you may contact Dennis Ragasa, AFDC and Food Stamp Policy Implementation Bureau at (916) 324-2658.

Attachment

cc: CWDA

Detailed Listing of Changes to the CA 2

CA 2 Coversheet Changes

Introduction

1. Rewritten to enhance client understanding and readability.
2. Deleted "asking the eligibility worker for help" reference.
3. Deleted the "AFDC Recipient Handbook" reference.

Your Rights Section

1. Reorganized and rewritten for easier client understanding and readability.
2. Divided into 3 sections: Applicant, Recipient and Applicant or Recipient Rights.

Applicant

- Bullet 1. Changed "the time of application" to "you apply".
- Bullet 2. Deleted "a maximum of" and rearranged the wording for clarity.
- Bullet 3. Deleted "cash" and "situation arises" and rearranged the wording for clarity.
- Bullet 4. Deleted "for aid".
- Bullet 5. Changed "welfare department" to "county" and rearranged the wording for clarity.

Recipient

- Bullet 1. Changed "usually at least ten days before the effective date of reduction, discontinuance or change in grant" to "before your aid changes or stops".
- Bullet 2. Added a new bullet "To apply for extra money if your income drops or stops". This is part of the required supplemental payment notification.
- Bullet 3. Changed the ICT bullet for clarity to read "To have your aid transferred to another California county when you move if you remain eligible". This eliminated the sentence "Notify the county paying your aid of the move and apply for a redetermination of eligibility in the county you move to" which was redundant.

Applicant or Recipient

- Bullet 1. No change from previous version.
- Bullet 2. Divided into two sentences for client readability.
- Bullet 3. Added "unless there is a felony arrest warrant issued for you" to comply with state law and fully inform the client.
- Bullet 4. No change from previous version.
- Bullet 5. Changed the line for brevity to read "To discuss your case with the county".
- Bullet 6. Changed the line for clarity to read "To ask for a state hearing if you disagree with any action taken by the county".
- Bullet 7. Changed the line to read "To register for employment services" for clarity and ease of client understanding.
- Bullet 8. Changed the line for clarity to read "To apply for payments for housing or essential household items lost or damaged due to sudden and unusual circumstances which the county determines to be beyond your control".

Your Reporting Responsibilities

Rewrote the introduction for easier client understanding and changed "County Welfare Department" to "county".

- Bullet 1. Added "any" to "money" to elicit all client responses and highlighted "any" in the line.
- Bullet 2. Changed "begin" to "start".
- Bullet 3. Deleted "begin to" and "where you live".
- Bullet 4. Substituted "changes" for "increases, decreases".
- Bullet 5. Changed "sell" to "dispose".
- Bullet 6. Deleted "credit union account".
- Bullet 7. Changed "begins" to "starts".
- Bullet 8. Changed "terminate" to "end".
- Bullet 9. Rewritten for clarity and ease of client understanding when reporting anyone leaving the home to live or visit.
- Bullet 10. Rewritten for clarity to capture information on people moving into the home.

Bullet 11. Combines the elements of "moving to another address" and the "ICT responsibility" into one bullet.

Bullet 12. Substitutes "marry, separate" for "get married, became separated".

Bullet 13. Deleted "You reunite with" for brevity.

Aid Under the Federal AFDC-U Program

- This section was rewritten for clarity and brevity to eliminate difficult concepts and complex examples which confused clients.
- "GAIN" was added to the work programs listed.

Social Security Number

Bullet 1. Rewrote the section for clarity and ease of client understanding.

Bullet 2. Added IEVS information regarding matching the SSN with records available for other agencies.

Bullet 3. Added checking SSN differences with third parties.

Certification

Added an element "The applicant or recipient appears to understand his or her rights and responsibilities" to conform with state regulations which require the worker to judge the client's competence.

Important Notice

The Rutan Informing Notice is included pursuant to the requirements of the court order. At county request this snap out was included as part of the Statement of Facts; it will replace the separate handouts currently in use.

Statement of Facts CA 2 Changes

Question #1

- Added "caretaker relative of child(ren) for whom aid is wanted".
- Deleted the requirement that the client provide directions to locate their home if there is no house number.

Question #2

- Modified the question to reflect the Standard Filing Unit concept.
- Included "half brothers" and "half sisters".
- Expanded the citizen or alien status area by adding check boxes for "Refugee, Undocumented Alien and Legal Alien".
- Added a "Do you want aid for this child" element with "Yes" and "No" check boxes.
- Changed the sex question to a "M" and "F" check box format.
- Placed the Applicant Information element in Question 3.
- Rearranged the Deprivation elements and added highlighted boxes.

County Use Only Section

- Added a Standard Filing Unit element.
- Added an Assistance Unit element.
- Added a blank column for counties to utilize.

Page 2

- Placed subject of page and page number at top of even pages to assist workers in reading this information when the CA 2 is filed in the case folder.

Question #3

- Added "parent(s) and stepparent(s) living in the home with the children or unborn". Also, related caretakers are now listed here.
- Asks the same questions as Question 2 does for the children. In addition, it asks for the relationship of the individual to the children in Question 2 or unborn in Question 4.

Question #4

- Renumbered from old Question 2C.
- Asked for persons listed in Questions 2 or 3.
- Changed "Who" to "Who Is Pregnant".
- Changed "Father" to "Father Of The Unborn".
- Rearranged the reason check boxes for deprivation.

Question #5

- Added "Yes" and "No" check boxes.
- Added new examples of situations.
- Added "unborn".

Question #6

- Renumbered from old Question #3.
- Added "Yes" and "No" boxes.
- Deleted the "Age" and "Sex" sections.
- Added "Unborn" to the Relationship section.
- Added "Source" to the Income section.
- After Question 6 added a highlighted header "Complete the Rest of This Form For All Persons Listed in 2 and 3".

Question #7

- Renumbered from old Question 4.
- Rewritten as "Does everyone listed in 2 or 3 live in California and intend to continue living here?".

Question #8

- Renumbered from old Question 2A.
- Rewritten as "Has anyone listed in 2 and 3 ever applied for or received aid anywhere?".
- Includes aid examples for clarity beneath the question.
- Allows 2 spaces for listing persons.
- Defines "Where" as "City, County, State" for clarity.

County Use Only Section

- Modified for brevity to allow more blank space for county use.
- Includes the filing unit factors from page 1.

Question #9

- Renumbered from old Question 6.
- Changed "Are you or anyone in your family" to "Is anyone listed in 2 and 3" for consistency.
- Deleted the "Yes" and "No" check boxes in the "County Use Only" section.

Question #10

- Renumbered from old Question 7.
- Rewritten for clarity.
- Added "If 'YES', explain with space for comments".

Question #11

- Renumbered from old Question 8.
- Rewritten as "Has anyone listed in 2 and 3 stopped work or training or refused a job or training in the last 30 days?".
- Changed "Parent's Name" to "Person".
- Deleted "in last 30 days" from the "Hours of Work/Training" section.
- Added "Date" to the "Last Paycheck Received" and deleted "Amount".
- Added a "Check or Benefits Expected?" section with "Yes" and "No" check boxes.
- Allows a response from 2 clients.

Question #12

- Renumbered from old Question 8B.
- Changed "Are you or anyone in your family" to "Is anyone listed in 2 and 3".
- Changed "Who" to "Name of Striker".
- Added "Name of Union".
- Added "Name and Address of Employer/Training Program".
- Changed in the "County Use Only" section "striker(s)" to "Striker Regulations Apply".

Question #13

- Renumbered from old Question 9C.
- Rewritten to cover the application for or receipt of UIB or DIB.
- Added "Date Applied".
- Added "Where (County/State)".
- Changed "Name of Person" to "Name".

Question #14

- Renumbered from old Question 9.
- Rewritten for clarity and brevity.
- Added 2 bullets for work outside the U.S. and inkind work.
- Rearranged the "Work" and "Training" check boxes.
- Revised both "County Use Only" sections to clearly and concisely process the client work or training data. New grids were developed to layout this data.

Question #15

- Renumbered from old Question 10.
- Rewritten to read "Does anyone listed in 2 or 3 receive or has anyone applied for money from any source listed below?".
- Changed the "Public Assistance" section to "Welfare Money (from anywhere)".
- "SSI/SSP" has a separate section.
- "Unemployment benefits" and "Disability benefits" each has its own section.
- "Social Security" and "Railroad Retirement" each has its own section.
- Changed "GI Benefits" to "GI Bill"
- Added "Loans" to the "Gifts or Contribution" section.
- Combined "Tax refunds" and "earned income credit" in one section.
- Changed "Legal or Accident Settlements Pending" to "Legal settlements, court actions pending".
- Added "Financial aid" to the "loans, grants, or scholarships" section.

- Changed "Rental of land, buildings, vehicles" to "Rental income from property".
- Added "contracts, promissory notes, etc" to the "Sale of property" section.
- Replaced "Public Retirement" with "any money coming from previous employment".
- Added "Winnings (lottery, prizes, bingo, etc.)".
- Deleted "Self employment or Farm" because it should be listed in Question 17.
- Added a highlighted "If 'YES', complete this section below" header.
- Added "Applying" to the "Person receiving income" section.
- Changed "Source of Income" to "Source".
- Expanded "Date Received" to "Date Received or Applied".

Question #16

- Renumbered from old Question 11.
- Rewrote the narrative to read "Does anyone listed in 2 or 3 receive any of the items listed below free or in exchange for work?".
- Added "Yes" and "No" check boxes.
- Changed "Name of Person Receiving the Item" to "Who Receives the Item".
- Rearranged the elements for clarity.
- Changed "Received from Whom" to "Who Provides the Item".
- Changed "Value of Item" to "Value".
- Added check boxes for "Free" and "Exchange" for each item of inkind.
- Rearranged the "County Use Only" section for clarity.

Question #17

- Renumbered from old Question 12A.
- Changed "Are you or is anyone in your family presently" to "Is anyone listed in 2 and 3".
- Changed "Name of Person Working" to "Person Working".
- Changed "Name of Employer" to "Employer Name".
- Used two sections to capture information on "Pay Date(s)" and "Wages Before Deductions".

- Changed the Tips and Commissions item to read "Tips or Commissions" with an "Amount: \$" added following the "Yes" check box.
- Deleted the "How Much" element regarding tips and commissions.
- Streamlined the "County Use Only" section to show only a "verif. on file" checkbox for each person.

Question #18

- Renumbered from old Question 12B.
- Changed the title to read "Does anyone listed in 2 or 3 who works, pay for care of a child or disabled adult?".
- Added "Yes" and "No" check boxes with an "If 'YES', complete below".
- Changed the section headings to read "Who Receives the Care?", "Who Pays?" and "Amount/When".
- Changed the Amount section to read "Amount/When" with "every" instead of "Monthly, Weekly".
- Changed the "County Use Only" section to read "veri. on file".

Question #19

- Renumbered from old Question 12C.
- Replaced "in your family pay" with "listed in 2 or 3 pay".
- Rearranged the question with section headers.
- Changed "How Much" to "Amount Per Month".
- Streamlined the "County Use Only" section.

Question #20

- Renumbered from old Question 13.
- Rewrote the question for clarity to read "Is anyone listed in 2 or 3 buying or the owner of any land and/or buildings in any state or county?".
- Divided instructions into 2 sentences: "If 'YES', complete below" and "Include all land you own, have title to, or share title in?".
- Changed "Income investment" to "rental".

- Added a section for "Name of Mortgage Co".
- Changed in the "County Use Only" section "Less Allowable Encumbrances" to "Amount Owed"; added a "Lien Applicable" check box.

Question #21

- Renumbered from old Question 14.
- Rewritten for clarity and client understanding to read "Does anyone listed in 2 or 3 own, use or have their name on the registration of any motor vehicles (even if not running)?".
- Changed 'If "YES', complete the following" to "If 'YES' complete below".
- Modified the "County Use Only" section to eliminate boxes and to put "class" and "value" on separate lines.

Question #22

- Renumbered from old Question 15.
- Rewritten to read "Does anyone listed in 2 and 3 have any of the resources listed below?".
- Added a three bullet explanation to assist clients in accurately completing the resource question.
- Highlighted the "Yes" and "No" headers.
- Changed the Check item to "Uncashed checks (on hand or elsewhere)".
- Added "Children's and Adult's" to the Savings Accounts item for clarity.
- Added "Whether or not they are used" to the Checking Account item for clarity.
- Added "Certificates of Deposit, Money Market Accounts, etc" to the Stocks and Bonds item.
- Added "(whether or not available)" to the Trust Funds item.
- Changed "Sales Contracts" to "Contract of Sales".
- Added "Retirement Funds (such as PERS) which are available if you stop work".
- Added "Employee Deferred Compensation Plans".
- Replaced the "Other Resources" item with "Other (type)".
- Added "If 'YES' complete the section below" highlights for the Resource Explanation grid.

- Rearranged the Resource Explanation grid for clarity.
- Streamlined the "County Use Only" section for ease of use by county workers.

Question #23

- Renumbered from old Question 17.
- Rewritten to apply only to life insurance policies or burial plans.
- Deleted the "Persons Covered", "Amount Paid" and "How Often Paid" sections.
- Reduced the number of possible entries from 3 to 2.
- Streamlined the "County Use Only" section.

Question #24

- Renumbered from old Question 16.
- Rewritten for consistency in the "Does anyone listed in 2 or 3" format.
- Expanded the examples of personal belongings and divided them into four categories.
- Changed "Name of Item" to "Item".
- Changed "Date of Purchase" to "Date Bought".
- Added "List Current Price" to the "Purchase Price" section.
- Deleted the "County Use Only" section "Net Market Value" grid.

Question #25

- Renumbered from old Question 18.
- Substituted "Has anyone listed in 2 or 3" for "Have you or your family".
- Deleted "Buildings" from the examples.
- Added "Cars" and "Bank Accounts" as examples.
- Expanded the explanation space.

Question #26

- Renumbered from old Question 17.
- Rewritten to cover health, dental insurance or prepaid health plans.
- Added "Kaiser, Ross-Loss, Blue Cross, Champus, etc." as examples.

- Added "Yes" and "No" check boxes.
- Added grids for "Name of Insurance Company" and "Who is Covered?".
- Added a "Dual Choice" element to the "County Use Only" section.

Question #27

- Renumbered from old Question 19.
- Rewritten as "Has anyone listed in 2 or 3 incurred any medical expenses in the last 4 months?"
- Added "If 'YES', does that person(s) wish to apply for Medi-Cal coverage for that period" with "Yes" and "No" check boxes.
- Updated the "County Use Only" section as the "MC 213" check box became the "MC 210A".

Question #28

- Renumbered from old Question 21.
- Rewritten as "Does anyone listed in 2 or 3 want to apply for food stamps?".
- Changed the "County Use Only" section, as the "DFA 285A" check box became "FS Application".

Question #29

- Renumbered from old Question 20.
- Rewritten as "Does anyone listed in 2 or 3 have a medical or special condition which requires the following?".
- Highlighted the "Yes" and "No" check box headers.
- Rewrote the example in the "housework" item as "(No one in the home can do it)".
- Moved the "Replacement of essential household items" element to Question 30 on the new form.
- Blanked-out the "County Use Only" section.

Question #30

- Renumbered from old Question 20.
- Rewrote the Non-recurring Special Need element as a separate question "Due to sudden and unusual circumstances such as a fire or flood, does the household want to apply for a special need payment for housing or essential household items lost or damaged?".
- Added a "Yes" and "No" check box format.
- Added space for the explanation of a "Yes" response.
- Blanked-out the "County Use Only" section.

Question #31

- Numbered the Social Services section.
- Moved the section to appear before the Certification section.

Certification

- This element has been extensively reworked, reorganized and rewritten into 7 elements.
- Added the "Lump Sum Informing Notice" and the IEVS use of the SSN as 2 new items.
- Added "under the laws of the United States of America" to the penalty of perjury statement to cover use of the CA 2 in federal court.
- Added "and the State of California" to the penalty of perjury statement to delete the "County Where Signed" element in the signature area.
- Added in the "County Use Only" section three check boxes for Rights and Reporting Responsibilities, Copy of Coversheet and Lump Sum Notice.

County Use Only at bottom of form

- This area was extensively reordered, streamlined for brevity, and expanded for county comments.
- Added two items under "Eligible", they are "Eligibility Conditions Met - Date" and "Authorization Date".
- Formatted the "Eligible" section in the upper left hand corner style.